

STATINTL

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**Veterans
Administration**

Executive Registry
81-7962

July 27, 1981

MEMORANDUM TO DEPUTY DIRECTOR
CENTRAL INTELLIGENCE AGENCY

FROM: Assistant Administrator for Supply Services

SUBJECT: Assistant Secretaries for Management Group

On April 30, 1981, Mr. Harold Steinberg, the Associate Director for Management, OMB, activated the Assistant Secretaries for Management Group. The group's purpose is to deal with areas of systems improvement as a complement to the work of the President's Council on Integrity and Efficiency and deficiencies noted by the Inspectors General.

The membership consists of the Assistant Secretaries for management or equivalent in the cabinet departments and in the Veterans Administration and General Services Administration. The membership was limited to facilitate the effort of the body working as a group. No limitation is intended upon the flow of information or input by all agencies into solutions to common problems.

The Veterans Administration was included because we are the largest non-cabinet agency. We have been asked to fulfill the role of communications link between the Assistant Secretaries group and independent agencies. Attached is a copy of Mr. Steinberg's letter on this.

I will keep you informed by letter of the activities of the group and will present whatever you want to communicate to the group which usually meets the third Thursday of each month. In addition, if you would care to meet with me or Mr. Howard Messner, Assistant Director for Management Improvement and Evaluation, OMB, whose office provides staff support, we would be happy to arrange it.

To date the group has considered the development of model control systems. The first model was developed by OMB and applied to the system required by OMB Bulletin 81-16, "Elimination of Wasteful Spending on Government Periodicals, Pamphlets, and Audio-Visual Products." Similar model control systems are being developed for training activities, consulting services, and supply and procurement. Aside from internal control efforts, we will review contracting for administrative services and review the EEO complaint processing system.

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The group also held an extended meeting with the GSA Administrator and Deputy Administrator and their key staff to discuss services provided by GSA.

If you have any questions or views you want considered, please call me at 389-3808 or drop me a note. I will be happy to bring them before the Assistant Secretaries group.


CLYDE C. COOK

Attachment